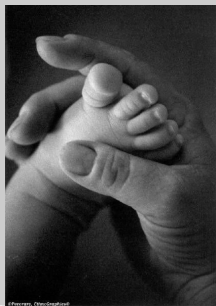


September 5, 2008



COMMONWEALTH OF KENTUCKY

FIRST STEPS

KENTUCKY'S EARLY INTERVENTION SYSTEM

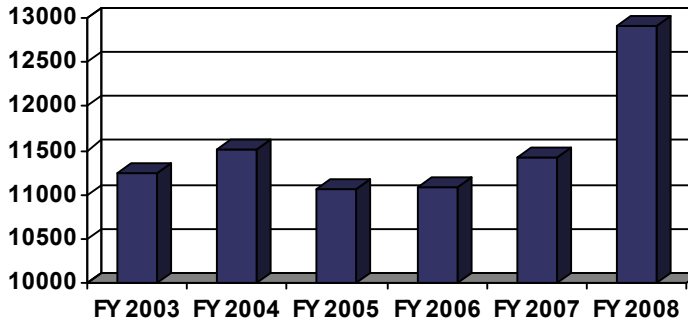
First Steps is Growing!

Take a deep breath and a moment or two to think about how busy you've been. It doesn't just *seem* like your caseload is growing. It *is* growing!! In fact, the First Steps program has seen more growth in the last year than it has in the last 5 years combined!!

WHY? In short, you're doing a great job of finding kids. But there's more to it than that. In the last 2 years the program has:

- Established administrative structures at the District level through the Points of Entry, including dedicated POE Managers who are responsible for overseeing Public Awareness and Child Find activities in their regions (in addition to 500 other things ☺);
- Equitably funded the Points of Entry so that Service Coordinators can effectively manage their caseloads and Managers can effectively manage;
- Revitalized Public Awareness efforts through the creation and dissemination of vibrant materials and informative public service announcements; and
- Focused attention on federal program performance standards, which include participation rate.

You have maximized the potential of these initiatives by staffing up, rallying local stakeholders through Public Awareness and Child Find activities and taking our responsibility to find *all* eligible children seriously. GREAT WORK!!



■ Children Served

TOTS Update

Remember, Central Office now has a dedicated email address and toll free number to assist you with CBIS/CIMS questions, TOTS questions and other issues you may have.



Technology-assisted Observation and Teaming Support system

877-41STEPS
chfs.firststeps@ky.gov

2008 Regional Needs Assessment is here!!!

[Click Here to take survey](http://www.surveymonkey.com/s.aspx?sm=FhaHXb_2fFwj2vC5T3_2fWrNRQ_3d_3d)



September 30th Assessment Training Deadline

This is a reminder that your current provider contract includes a requirement that all providers complete training on at least 1 of the following assessment instruments: AEPS, HELP or Carolina Curriculum by September 30, 2008.

If you have not registered for an upcoming training or if you have not completed this requirement you will be receiving a letter from Central Office reminding you of your contractual obligation to attend. Please make arrangements to complete this requirement as soon as possible.

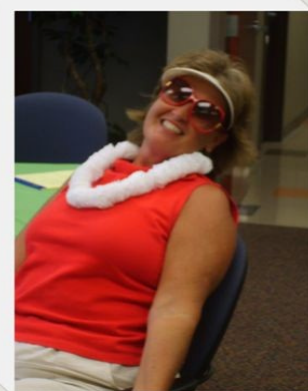
Barren River District Recognizes Providers

The Barren River DEIC hosted their Annual Early Childhood Professional Appreciation Event. The "Beach Party" was held at LifeSkills, Inc. on August 7th from 1:00 to 5:00pm. Guests were greeted with a lei, listened to beach music and could lounge under a beach umbrella with their cooler of drinks. There was great food, games and door prizes, but the best part of the event was mingling with Community and First Steps Providers. Forty Early Childhood Professionals enjoyed a wonderful afternoon of well deserved recognition and relaxation.



Tell us what's going on in your neck of the woods ...

First Steps folks are doing fun and fabulous things throughout this great Commonwealth. Share some of your favorites with us and we'll put em' in the newsletter. Oh, and be sure to include pictures ... unless the incriminating evidence was destroyed!



September 12, 2008



COMMONWEALTH OF KENTUCKY

FIRST STEPS
KENTUCKY'S EARLY INTERVENTION SYSTEM

TOTS Update!

With so many TOTS trainings going on throughout the state, we at Central Office are getting more and more questions. Here is a list of some common questions and answers we have received recently.

Q. How much of the child's file will need to be kept as a hard copy file?

A. While we envision TOTS to be a comprehensive record for the child, there are some items that will still need to be kept as a hard copy. This includes, but is not limited to, any form that requires an original signature from the parent, consents for services and releases, and the IFSP meeting signature page.

Q. What if the LEA (Lead Educational Agency) from the demographic page is incorrect? Can it be changed?

A. The LEA list on the demographic page is not as important as the LEA choice on the transition page. On the transition page Service Coordinators can choose from a statewide list for the LEA that the child will be entering at age three.



Technology-assisted Observation and Teaming Support system

Q. How will service providers know when a child has been assigned to them?

A. While TOTS will change some of the ways we do business it will not replace all aspects of service coordination. Service Coordinators will still need to call the provider to ask if they are available to take a referral before assigning them to work with a child.

Q. How will services be authorized in TOTS?

A. The planned services page of TOTS will replace the IFSP meeting summary sheet. The Service Coordinator will choose the service and provider from the drop down list on this page. Then will enter the setting, frequency (how often the service will be provided) and intensity (how long each session will last) for each service. The Service Coordinator will also be able to note if insurance can be billed for a service on this page. All providers working with a child will be able to see the planned services page so they will be able to know what has been authorized during a plan period.

Q. Will Providers and Service Coordinators continue to bill through CIMS once TOTS is up and running?

A. TOTS will become not only the data management system but also the billing system for all providers in First Steps. In TOTS all billing is linked directly to the service logs. There HAS to be a service log completed before a bill can be submitted. Once a service log is done, it is reflected on the accounts payable page. There is no paper claim to submit, no spreadsheet to upload and no worry about whether the fax or email when through.

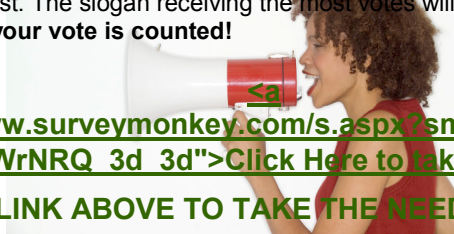
Remember, we welcome your questions, comments and suggestion on how to improve the TOTS system.

LET YOUR VOICE BE HEARD!!!

We value your opinion! Please take a moment to complete the First Steps 2008 Annual Regional Needs Assessment. You can also review your local data on page 2 to see which region is making the most impact. A feature of this year's assessment is the First Steps Slogan Contest. The slogan receiving the most votes will become our new catch phrase so **be sure your vote is counted!**

http://www.surveymonkey.com/s.aspx?sm=FhaHXb_2fWj2vC5T3_2fWrNRQ_3d_3d>Click Here to take survey

CLICK THE LINK ABOVE TO TAKE THE NEEDS ASSESSMENT



Assessment Training Requirement

The requirement to complete training on one of the following assessment instruments: AEPS, HELP or Carolina Curriculum by September 30, 2008 applies to all First Steps Service Providers. It does not apply to Service Coordinators. If you do not see a training listed on TRAIN for the instrument you want or if the session you want to attend is full, be aware that additional trainings will be added according to the availability of the trainers. If you have not registered for an upcoming training or if you have not completed this requirement you will be receiving a letter from Central Office reminding you of your contractual obligation to attend. Please make arrangements to complete this requirement as soon as possible.

Needs Assessment Responses by District

Barren River	17	Green River	10	Purchase	15
Big Sandy	6	Kentucky River	7	Nearly 1800 providers offer services through First Steps. Make sure you and your region are represented. Take advantage of the Regional Needs Assessment. It's your chance to be heard!	
Bluegrass	25	KIPDA	31		
Buffalo Trace	9	Lake Cumberland	12		
Cumberland Valley	11	Lincoln Trail	12		
FIVCO	13	Northern Kentucky	26		
Gateway	1	Pennyrile	4		



New Early Head Start Series for Infant-Toddler Teachers and Home Visitors

Source: Early Head Start National Resource Center - Retrieved September 5, 2008

The Early Head Start National Resource Center at ZERO TO THREE has published a new series for infant toddler teachers and home visitors that focus on early development and quality services. A companion manual for trainers is also available.

- Sharing Knowledge with Infant-Toddler Teachers and Home Visitors
 - <http://www.ehsnrc.org/Publications/Sharing%20Knowledge.html>
 - Trainer's Companion Manual
 - <http://www.ehsnrc.org/Publications/Sharing%20Knowledge.html#TrainersCompanion>
-



Highlights ...

- Due to a technological problem, providers are not able to view their remittance advice from CBIS online. Provider payments have NOT been affected. Paper remittance advices have been mailed. See Page 2 for more.
- Don't forget about the new policies taking effect October 1, 2008. Check out the article starting on this page for more information.
- First Steps providers are re-quired to bill private insurance when a family has elected to have their insurance billed. See page 2 for more information.
- The Record Review process remains unchanged. Mail or fax to the attention of FIRST STEPS RECORD REVIEW, rather than Theresa James. See page 3 for more information.

Kentucky Department for
Public Health
Division of Maternal and Child Health
275 East Main Street
HS2W-C
Frankfort, KY 40621-0001

877.41STEPS

fs.chfs.ky.gov

WEEKLY UPDATE

September 19, 2008

TOTS UPDATE

The change from the current billing system and process to TOTS is a very significant one. It is important that stakeholders, including POEs, service coordinators and providers understand what TOTS is (and is not), how to be best prepared for the changes TOTS will bring.

What is TOTS?

TOTS is a web-based data management and billing system specifically designed for the First Steps program.

How are TOTS and CBIS/CIMS different?

The Central Billing Information System (CBIS) is the billing system that the First Steps program has used for more than 10 years.

(Continued on Page 2)



Technology-assisted Observation and Teaming Support system

NEW POLICIES TO TAKE EFFECT OCTOBER 1ST

First Steps Evaluation, Assessment and IFSP Development operational policies have been amended. The new policies will take effect **October 1, 2008.**

Stakeholders may view the updated policies on the First Steps website at: fs.chfs.ky.gov.

These policy changes include, but are not limited to the following requirements:

- PLEs will be required to complete a Cabinet-approved criterion referenced assessment instrument in addition to their

standardized norm referenced instrument for infants and toddlers without an established risk condition.

- PLEs will be required to complete a Cabinet-approved criterion referenced assessment instrument for infants and toddlers with an established risk condition.
- IFSP teams will identify a Primary Service Provider who will be responsible for completing a

(Continued on Page 3)

CIMS is not TOTS

Attend a TOTS training near you



First Steps providers must bill private insurance with parent consent.

(Continued from Page 1)

The Child Information Management System (CIMS) is CBIS' online system that is available to service coordinators and providers. Data that is currently submitted to CBIS on hardcopy forms (i.e. Referral forms, Summary sheets, Claim forms) can be submitted through CIMS.

CIMS IS NOT TOTS. TOTS will replace the data collection and billing functions of CBIS/ CIMS.

How will providers be impacted by TOTS?

As a provider, the record for any child you serve in First Steps will be maintained in TOTS. Think of an electronic medical record. Demographic, social history, health, financial and family information will be entered into TOTS by the child's service coordinator and available to you for review. Providers will enter evaluation reports, assessment reports, progress notes, progress reports, discharge summaries, some non-billable written communication with team members and claims in TOTS.

What do I need to do now?

1. **Attend TOTS Training.**
Whether you're a POE Manager, a service coordinator, a provider or a billing agent for a provider, attend TOTS training. Find a TOTS training near you on TRAIN (www.train.org).
2. Ensure that you (and the providers on your contract, if applicable) have regular access to reliable internet service and are using a Windows operating system.
3. Review your current billing practice and determine what changes will need to be made in order to bill for First Steps services through TOTS.
4. Read the weekly First Steps Newsletter for TOTS Updates.
5. Contact your regional Technical Assistance Team if you have questions or concerns.



Technology-assisted Observation and Teaming Support system

JUST A REMINDER ...

First Steps providers are required by their Provider Agreement to bill private insurance when a family has consented to have their private insurance billed.

The September 5th newsletter shared the wonderful news that First Steps received more referrals in the last year than in the last 5 years combined.

Each of these new referrals brings new costs. It is imperative that the program maximize all available resources.

If, as a provider, you were unaware of your obligation to bill private insurance, please take this opportunity to review your provider agreement and ensure that your billing practices are in compliance.

*Review updated Evaluation, Assessment and IFSP Development policies on the First Steps website:
fs.chfs.ky.gov*



*Theresa James is
now at CBIS*

*Record Review process
remains unchanged.*

(New Policies continued from Page 3)

Cabinet-approved criterion referenced assessment instrument annually and within 120 days of exit.

- The Developmental Status Scale will no longer be required.

Stakeholders, including service coordinators and service providers are strongly encouraged to read the revised policies in their entirety.

Questions and/or concerns can be most expediently addressed by the regional TA Teams.

To be best prepared for the policy changes, First Steps providers should:

1. Document training on or participate in training on one of the Cabinet-approved criterion referenced assessment instruments, in accordance with the provider agreement. Documentation should be sent to Lynn Butler in Central Office.
2. Read the revised Evaluation, Assessment and IFSP Development policies and review current practice to assure compliance.
3. Contact the regional TAT with questions/concerns.

CBIS UPDATE

ONLINE REMITTANCE ADVICES UNAVAILABLE

Due to a technological problem with the web server used to support the online remittance advice function, providers were unable to view their remittance advices online following the payment cycle this week.

This technological problem did NOT affect the provider payments. Payments were processed on time.

CBIS staff have been working on this problem. However, there is a strong likelihood that access to the server will not be restored. At this time, Central Office would prefer to direct available resources to ensuring that provider payments remain on schedule. Providers will continue to receive hardcopy remittance advices by mail.

CENTRAL OFFICE UPDATE

Central Office has received a number of calls this weeks regarding the whereabouts of Theresa James.

Anyone who has worked on a Record Review request is familiar with Theresa. Though a Central Office staff person, Theresa has been housed at the Weisskopf Center for several years.

Theresa has moved to CBIS to assist with data entry and other needs during this time of transition. We are grateful for her assistance and her continued commitment to the First Steps Program.

The Record Review process is unchanged. Please direct requests to FIRST STEPS RECORD REVIEW.

PODCAST

AUTISM EXPERT DISCUSSES EARLY AUTISM DETECTION AND INTERVENTION

Source: American Speech-Language-Hearing Association

A new podcast from the American Speech-Language-Hearing Association (ASHA) features autism expert Dr. Amy Wetherby discussing the importance of early diagnosis and evidence-based intervention in treating children with autism.

Dr. Wetherby is the Laurel Schendel Professor in the Department of Communication Disorders at Florida State University and Executive Director for the Center for Autism and Related Disabilities. To listen to the podcast go to: http://asha.httpsvc.vitalstreamcdn.com/asha_vitalstream_com/www/ASHAPodcast

DISCOUNTS ON DELL COMPUTERS

First Steps providers are eligible to receive a discount on Dell Computers.

The prices quoted generally will be lower than regular retail prices listed on the Dell Web site. Build the computer you want and submit you options for a cost quote. If you have any problems with this process please call Joe Gonzales at: Joe H. Gonzales
Public Transactional Group
Phone: 800-576-6038
Ext 72-36940
Direct fax- PO Fax: 512-283-2405
Quote Request Fax: 512-283-2405

Here's the Quote to Order process:

Go to the [Dell Web site](#).
Select Guest Checkout on lower right
Enter quote number
Enter Customer # 91183898
Type in your Bill to/Ship to address
Check Agree to not to export and Dell Terms and Conditions
Select Continue
Choose Payment Type (select purchase order – Net 30 terms or CC)
Select Submit Order

NEW FPG SNAPSHOT—MAKING FRIENDS: ASSISTING CHILDREN'S EARLY RELATIONSHIPS

The FPG Child Development Institute has published a new Snapshot entitled *Making Friends: Assisting Children's Early Relationships*, which summarizes a book chapter by Barbara Davis Goldman and

Virginia Buysse on friendships between very young children and between children with and without disabilities. The Snapshot is available online at <http://www.fpg.unc.edu/~snapshots/snap55.pdf>

Upcoming Events

- 09/30/08 Deadline for completing training on or submitting documentation of training on one of the 3 Cabinet-approved criterion referenced assessment instruments (AEPS, Carolina Curriculum or HELP)
- 10/01/08 Gateway District TOTS testing begins
- 10/09/08 Kentucky Interagency Coordinating Council Meeting in Frankfort
- 10/23/08 POE Quarterly Meeting



Visit the First Steps website at

fs.chfs.ky.gov



Highlights ...

- CBIS Remittance Advices are back online.
- Providers: be timely in working through and resolving your mismatch reports. See the TOTS Update on this page for more information.
- Oh no, new policies!! What do I do with the children on my current caseload? Check out the article starting on this page for more information.
- First Steps providers are **required** to submit to three background checks upon initial enrollment or, if enrolled prior to July 1, 2008, no later than December 31, 2008. Make sure you're in compliance. See page 2 for more details.

Kentucky Department for
Public Health
Division of Maternal and Child Health
275 East Main Street
HS2W-C
Frankfort, KY 40621-0001

877.41STEPS

fs.chfs.ky.gov

WEEKLY UPDATE

September 26, 2008

TOTS UPDATE

As the transition to TOTS nears, it is important for providers to resolve their mismatch reports from CBIS in a timely manner.

Claims information from CBIS will not transfer to TOTS.

Following the statewide transition to TOTS, CBIS will remain operational in order to process claims for the 60 day period following the transition.

At the end of that 60 day pe-

riod, CBIS will effectively be turned off and all system data and claims will flow through TOTS.

All "live" claims activity, including the processing of mismatch reports will need to be closed out prior to the end of the 60 day period.



Technology-assisted Observation and Teaming Support system

NEW POLICIES TO TAKE EFFECT OCTOBER 1ST

The new policies scheduled to take effect on October 1st provide a framework for the processes service coordinators, Primary Level Evaluators and Primary Service Providers will follow. However, details related to the transition from pre-policy to post-policy have not been clarified. This article will attempt to do so.

Q. Do these policies apply only to new referrals after October 1st or to all children in the program?

A. The policies apply to all children in the program.

Q. If these policies apply to all children, how will service coordinators address children already participating in First Steps?

A. IFSP Teams should select a Primary Service Provider (PSP) at the next regularly scheduled IFSP review meeting, regardless of whether the next meeting is a 6 month or an annual review.

(Continued on Page 2)

(New Policies Continued from Page 1)

A Cabinet-approved criterion referenced assessment should be completed by the PSP (or a likely PSP candidate) in advance of the next annual IFSP review meeting.

If the next review meeting is an annual review meeting, the Primary Service Coordinator, in collaboration with the IFSP Team, should facilitate the selection of a likely Primary Service Provider from the current IFSP Team to administer the Cabinet-approved criterion referenced assessment in advance of the upcoming annual review meeting.

If no member of the current IFSP Team is willing or able to complete the Cabinet-approved criterion referenced assessment in advance of the upcoming annual review meeting, per policy, the PSC may identify another available provider to administer the assessment. However, this

practice is strongly discouraged as the purpose of continuous assessment is to gather valid and reliable information from persons who have had multiple opportunities to observe the child across a variety of settings and activities.

Q. How will the annual Cabinet-approved criterion referenced assessment be authorized?

A. The annual assessment will be authorized as a discipline-specific assessment with a maximum of 10 allowable units.

Q. When will the annual Cabinet-approved criterion referenced assessment be authorized?

A. For children who are already in the First Steps program, and the next IFSP review meeting is an annual review meeting, the assessment should be authorized a reasonable amount of time before the upcoming annual IFSP review meeting in order to assure adequate time to complete the assessment before the review meeting.

(Continued on Page 3)



First Steps providers must complete a criminal background check, a child abuse/neglect registry check and a sex offender registry check.

JUST A REMINDER ...

Every provider renewing their contract on July 1, 2008 is required to submit to the following background checks no later than December 31, 2008:

1. Criminal Background Check,
2. Child Abuse/Neglect Registry Check, and
3. Sex Offender Registry Check.

The Sex Offender Registry check is completed at no cost to the provider by Central Office staff. However, the other two background checks must be completed by the provider at the provider's (or their administrative agent's) expense.

Please review your Provider Agreement and the First Steps website for more information.

Review updated Evaluation, Assessment and IFSP Development policies on the First Steps website:
fs.chfs.ky.gov



(New Policies continued from Page 2)

For children who are referred on or after October 1st or for children who are currently in the First Steps program, but their next review meeting is a 6 month IFSP review meeting, authorize the annual assessment at the 6 month IFSP review meeting with a start date 60 calendar days prior to the annual IFSP review meeting.

Q. If I, as a PSC, am authorizing an annual assessment for a child who is currently participating in the First Steps program and whose next review meeting is an annual IFSP review meeting, do I need to get verbal approval from the IFSP Team before I authorize the assessment.

A. Yes. Regulation requires verbal approval from the IFSP Team prior to adding an assessment to the IFSP. However, when authorizing future annual assessments, per the Q/A above, the annual assessment will be authorized at the time of the 6 month re-

view meeting; eliminating the need for a mid-plan amendment.

Q. I, as a PSC, have one or more children on my caseload who will be aging out soon. Do I have to coordinate an "exit" assessment—even though an entry assessment was not done?

A. Generally, no. An "exit" assessment will not be necessary unless an "entry" assessment has been completed. This means that all eligible children referred on or after October 1, 2008 will receive an "exit" assessment (within 120 days of exit), because they will have received an "entry" assessment to compare the "exit" assessment to. In addition, however, children with established risk conditions who were referred on or after August 1, 2007 should have also received a Cabinet-approved criterion referenced assessment by the PLE upon entry and these children should receive another assessment upon exit.

Send documentation, when necessary to Lynn Butler

ASSESSMENT TRAINING DOCUMENTATION: WHAT DO I NEED AND WHERE DOES IT GO?

If you attended training on one of the Cabinet-approved criterion referenced assessments sponsored by First Steps and you registered through TRAIN, you do NOT need to submit your training certificate to Central Office. We already have it. If, however, you attended a

training outside of First Steps or had preservice training, documentation must be submitted to Central Office, ATTN: Lynn Butler by FAX at 502/564-8003 or by mail at 275 E. Main St., HS2W-C, Frankfort, KY, 40621.

A CASE FOR TEACHING FUNCTIONAL SKILLS

BY PRESTON LEWIS—DECEMBER 7, 1987 TASH NEWSLETTER

My Older Brother Daryl
18 years old, TMH (30-40 IQ)
Been in school 12 years.
Never been served in any setting other than elementary school.

He has had a number of years of "individual instruction."

He has learned a lot of things!

Daryl CAN NOW do lots of things he couldn't do before!

He can put 100 pegs in a board in less than 10 minutes while in his seat with 85% accuracy.

But, he can't put quarters in vending machines.

Upon command he can "touch" nose, shoulder, leg, foot, hair, ear. He's still working on wrist, ankle, hips.

But, he can't blow his nose when needed.

He can now do a 12-piece Big Bird puzzle with 100% accuracy and color an Easter Bunny and stay in the lines!

But, he prefers music, but never taught how to use a radio or record player.

He can now fold primary paper in halves and even quarters.

But, he can't fold his clothes.

He can sort blocks by colors, up to 10 different colors!

But he can't sort clothes; whites from colors for washing.

He can roll Play Dough and make wonderful clay snakes!

But, he can't roll bread dough and cut out biscuits.

He can string beads in alternating colors and match it to a pattern on a DLM card!

But, he can't lace his shoes.

He can sing his ABC's and tell me names of all the letters of the alphabet when presented on a card in upper case with 80% accuracy.

But, he can't tell the men's room from the ladie's room when we go to McDonald's.

He can be told it's cloudy or rainy and take a black felt cloud and put it on the day of the week on an enlarged calendar (with assistance).

But, he still goes out in the rain without a raincoat or hat.

He can identify with 100% accuracy 100 different Peabody Picture Cards by pointing.

But, he can't order a hamburger by pointing to a picture or gesturing.

He can walk a balance beam frontwards, side-ways and backwards!

But, he can't walk up the steps or bleachers unassisted in the gym to go to a basketball game.

He can count to 100 by rote memory!

But, he doesn't know how many dollars to pay the waitress for a \$2.59 McDonald's Coupon special.

He can put the cube in the box, under the box, beside the box and behind the box.

But, he can't find the trash bin in McDonald's and empty his trash into it.

He can sit in a circle with appropriate behavior and sing songs and play "Duck, Duck, Goose."

But, nobody else in his neighborhood his age seems to want to do that.

I guess he's just not ready yet.

Upcoming Events

09/29/08 Carolina Curriculum Training in Lexington—Course ID 1014694

09/30/08 Deadline for completing training on or submitting documentation of training on one of the 3 Cabinet-approved criterion referenced assessment instruments

10/01/08 Gateway District TOTS testing begins

10/09/08 Kentucky Interagency Coordinating Council Meeting in Frankfort

10/09/08 Early Childhood Standards Training in Berea—Course ID 1014649

10/22/08 Carolina Curriculum Training in West Liberty—Course ID 1014790

10/22/08 Carolina Curriculum Training in Paducah—Course ID 1014775

10/23/08 POE Quarterly Meeting

10/29/08 HELP Training in West Liberty—Course ID 1014791



Visit the First Steps website at

fs.chfs.ky.gov